



# Northwest Illinois Criminal Justice Commission

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Mobile Team Unit #1 is funded in partnership with the Illinois Law Enforcement Training & Standards Board

## Supervising & Managing the Field Training Process

**DATE:** December 2-5, 2019

**Registration Ends:** November 15, 2019

**TIME:** 8:00 AM—4:00 PM 32 Hours

**LOCATION:** Illinois Central College-Peoria Campus-Poplar Hall, Classroom P101  
5407 N. University Street P100, Peoria, IL 61635-0001

**INSTRUCTOR:** Bruce Sokolove, Field Training Associates

**This is a shared class with MTU7 – MTU1 has 8 seats**

**MATERIALS NEEDED FOR THE COURSE-** Students should bring a copy of their Agency's current Field Training and Evaluation Process manual and forms.

### **COURSE OBJECTIVES:**

This four-day hands-on, problem-based learning course is specifically designed for first-line patrol and administrative support services managers responsible for supervising and managing Field Training Officers and probationary law enforcement employees. Instruction will include all revisions to the Process.

### **COURSE CONTENT**

The course emphasizes the necessary components of supervising probationers and Field Training Officers at the patrol shift level to ensure that administrative guidelines and legal requirements are met.

The course highlights two essential supervisory responsibilities: (1) the ability to comprehensively examine probationer performance documentation in accordance with the **totally revised** standardized Field Training and Evaluation Process assessment guidelines, and (2) auditing the probationer's on-the-job training to insure the Field Training Unit utilizes the most appropriate instructional techniques for training task mastery and when necessary, corrective action.

The instructional presentation will focus upon discussion of critical Field Training issues as well as hands on completion of the course materials during small group and individual in-class exercises. Students are required to complete out-of-classroom reading assignments. Course content will include:

- Insuring that your Agency's Field Training and Evaluation Process structure actually *works*.
- In-class review and assessment of participating agency *Probationer's Training and Evaluation Manual (POM)*.
- Staffing the Field Training Unit: Recruitment, Testing, Selection and Training of FTOs.
- Realistic definition and expectations of Field Training Officer duties/responsibilities.
- Issues of compensation for Field Training Unit personnel.
- FTO scheduling issues/resource allocation.
- Utilizing the non-numerically anchored performance assessment scale and guidelines including 2009 revisions.



- Performance assessment errors that compromise the objectivity and legality of Field Training.
- Auditing the *Daily Observation Report*: Application of the standardized evaluation guidelines.
- Auditing the FTO's application of the on-shift instructional techniques.
- Auditing Probationer training and coaching documentation. Are the FTOs doing what they were trained to do?
- Conducting the *Weekly Performance Summary* process meeting.
- Special focus: **Not Responding to Training** (NRT) Probationer and extension of training
- Supervising the development of the NRT Probationer's *Performance Improvement Plan*.
- Supervising Probationers during Step V, the Solo Patrol Certification Period.
- Reorientation of personnel returning to Patrol Operations after extended street-absence.
- Preparing Probationer Employment Status Reports/Recommendation for the Chief Executive.
- Assessing the effectiveness of the Field Training Officers and the Field Training Process.
- Avoiding constructive discharge allegations
- Defending against State and Federal Court wrongful discharge claims.

**Instructor Biography-** Bruce Sokolove earned a Bachelor of Arts from Massachusetts College of Liberal Arts and a Master of Science in Police Administration/Public Safety from Michigan State University in 1970. He is a former Police Officer and Patrol Commander. Bruce served the uniform in North Adams, Massachusetts and Ann Arbor, Michigan and served as Executive Officer and Undersheriff for the Washtenaw County (MI) Sheriff's Department. He is the former Director of the Southern Michigan Law Enforcement Training Center, a regional state police academy providing basic and in-service instruction/certification for Michigan law enforcement candidates.

Bruce currently serves as a member of the State of Michigan Commission on Law Enforcement Standards Curriculum Advisory Task Force. He has been published in The Police Chief Magazine (International Association of Chiefs of Police) and Law and Order Magazine and is a frequent speaker at law enforcement conferences, including the FBI National Academy in Quantico, Virginia, the International Association of Chiefs of Police, the Association of Law Enforcement Training Officers, and the National Association of Field Training Officers.

Partial funding provided by Illinois Law Enforcement Training and Standards Board and MTU#1's request for certification of this course has been approved by the Illinois Law Enforcement Training and Standards Board

**REGISTRATION:**

All registrations are received on the [MTU#1 website](#). Find Registration instructions [here](#)

**THIS IS NOT A PUBLIC MEETING**

***This class has been submitted to ILETSB for approval in meeting mandatory training for:***

***Mandated Annually***

- Law Updates     Use of Force (must include scenario based or similar approved)

***Mandated once every 3 years (begin 1/1/16)***

- Civil Rights                                     Constitutional and proper use of law enforcement authority  
 Cultural competency                         Procedural Justice                         Human Rights

***Mandated once every 3 years (begin 1/1/17 all/ within 2 yrs. for investigators)***

- Sexual Assault Trauma Informed Response / all sworn & T.C.'s due by 1/1/2020  
 Sexual Assault Trauma Informed Investigator / Investigators due by 1/1/2019

***Mandated once every 3 years (begin 1/1/18)***

- Intro. To Mental Health Awareness

***Mandated once every 5 years /begin 7/1/18 (first (5) year cycle due by 1/1/2020)***

- Psychology of Domestic Violence

***Mandated 32 hours every four years after initial training***

- Lead Homicide Investigator training